NOACA ITS Architecture Comprehensive Update
Monthly Project Meeting
Thursday, September 20, 2018, 9:00 AM – 10:00 AM (EDT)

Meeting Minutes

1. Introductions
    The meeting was conducted via teleconference and WebEx. The following individuals participated in the meeting:
    - Brian Blayney, NOACA Project Manager
    - Kathy Sarli, NOACA
    - Ming-Shiun Lee, AECOM Project Manager
    - Dale Schiavoni, AECOM
    - Peter Voorhees, AECOM
    - Dan Nelson, AECOM
    - Sam van Hecke, Cambridge Systematics

2. Stakeholder Workshop RSVP and Survey Response Status
    - Group discussed RSVP Status for Sept. 25th – 27th workshops
      - AECOM staff have reached out to stakeholders via phone and email on Wed. Sept. 19th to follow up on attendance. Additional RSVP's were gathered from Ohio State Patrol, as well as a potential attendee from Laketran.
      - Brian Blayney could note the other projects in Ohio related to Connected and Autonomous Vehicles, given that the stakeholders would be interested in that subject. Contact for further information could be Ming Shiun Lee given his involvement in the effort.
    - Stakeholder Survey Response Status and Draft Result Summary
      - Ming Shiun Lee prepared a survey response summary for use as a handout. This was provided as a MS Word document for NOACA review and comment. Ming noted about 32 total survey responses to date.
      - Ming Shiun Lee asked about requesting additional survey input from the group, either at the workshop or afterwards. Brian Blayney noted it would be good to bring some surveys to the workshop and check in with those who RSVP about completing a survey prior to the workshop as well.
    - Follow-up/Action Items
      - Additional action items as discussed are noted below:
        1. Ming Shiun Lee to bring additional ITS Needs Surveys to the first round of stakeholder workshops and follow up by phone with those who can RSVP

3. Workshop Preparation
    - Group reviewed the approach for stakeholder workshops Sept. 25th through Sept. 27th
      - Brian Blayney noted ...
      - Ming Shiun Lee noted ...
    - Brian Blayney noted that he provided one minor comment on the Program Goals and Objectives slide prepared for the workshops. AECOM to update prior to the workshops.

- Ming Shiun Lee noted he would provide a draft presentation to NOACA for review and comment prior to the workshops.
- Group reviewed the ITS Inventory/Capability Survey provided as a handout in MS Word
  - Ming Shiun Lee noted the ITS capabilities survey would be provided as a handout to the attendees at the workshops, and would distribute via email to other stakeholders that cannot attend. Due date for responses is Friday October 12th.
- Ming Shiun Lee reviewed the ITS Projects Listing from AIM Forward 2040 will be provided as a handout to agencies for their review and comment on the current status of those projects. Comments will be requested at the workshops and as homework for stakeholders that cannot speak to all of the projects.
- Group reviewed the other handouts to be provided at the workshops:
  - A common agenda will guide all three workshops. Brian Blayney noted he would provide the agenda via email on Sept. 20th. Brian would also send Outlook invitations for all three workshops as well.
  - The What's ITS One-Pager has also been prepared as a handout.
- Brian asked about other logistics related to the workshops:
  - Ming noted that AECOM could bring a backup projector just in case, along with other meeting materials that could help facilitate discussion as needed, including flip charts and easels for taking group notes.
  - Peter Voorhees noted that AECOM could also provide a portable screen onto which a presentation could be projected at locations that may not have a screen.
  - Ming Shiun Lee noted AECOM would also bring a sign-in sheet for the workshops.
  - Brian Blayney noted that he could bring some arrow boards if needed for directing attendees back to the meeting rooms.
  - Ming Shiun Lee noted that AECOM would make an audio recording of the workshops using the mobile WebEx apps that can pick up the group discussion.
  - Brian Blayney asked about a brief touch-base meeting on Monday Sept. 24th. Ming to set up a 4:30pm to 5:00pm meeting using AECOM WebEx number.

4. Other Discussion
   - No other discussion was held outside the subjects described in these minutes.